INTRODUCTION

Montgomery County Community College is in compliance with the Drug-Free Schools and Campuses Regulations. This report has been prepared by the Director of Campus Safety, in conjunction with the Executive Director of Human Resources, Executive Director of Enrollment Services, and Vice President of Student Affairs and Enrollment Management, in evidence of that compliance.

OBJECTIVES

The objectives of this review as outlined in the U.S. Department of Education manual, “Complying with the Drug-Free Schools and Campuses Regulations,” are:

- to determine the effectiveness of the Alcohol/Drug program and implement needed changes
- to ensure disciplinary sanctions for violations of standards of conduct are enforced consistently

EDGAR Part 86, DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS COMPLIANCE CHECKLIST

1. Does the institution maintain a copy of its drug prevention program? YES If yes, where is it located?

- Descriptions of the drug prevention program may be obtained in Public Safety at the Central Campus in Blue Bell, West Campus in Pottstown and Culinary Arts Institute, through the Student Support & Referral Team in the Student Success Centers and is available on the College’s webpage.

- Montgomery County Community College Alcohol & Drug program emphasis is on education, outreach, support and referral. Workshops, guest speakers, informational materials dealing with health related issues and behavioral risks associated with drugs and alcohol are collaboratively planned by the Student Support & Referral Team in the Student Success Centers, in collaboration with Public Safety and Student Leadership & Involvement.

- Integration of Alcohol & Drug education is evident across the college in many classes: “Drug & Alcohol Treatment Process - Introduction,” a three credit course offered through the Human Services Division is a requirement for graduation in both the Addiction Certificate program (36 credits) and Concentration in Addictions AAS degree program (70 credits). It can also be taken as an elective in other programs, including the Social
Sciences AAS degree program with a Psychology Concentration. Lectures on the effects of alcohol and drugs are also included in many other programs, such as Health Sciences, and courses such as Strategies for College Success courses. Students in the Health Sciences curriculum share information about a variety of health-related topics, including Alcohol and Drugs, at health expos for the college community and the local community at large.

- In addition to a strong educational component in the prevention program, the Student Success Center and the Student Support & Referral Team provide triage counseling services and referrals to community service agencies and treatment programs for students who have alcohol and drug related problems and need help, confidential support services and counseling.

2. **Does the institution provide annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?**

   a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities.

      Students: **YES**  
      Staff /Faculty: **YES**

   b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

      Students: **YES**  
      Staff/Faculty: **YES**

   c. A description of applicable legal sanctions under local, state, or federal law.

      Students: **YES**  
      Staff/Faculty: **YES**

   d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs

      Students: **YES**  
      Staff/Faculty: **Yes**

   e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions

      Students: **YES**  
      Staff/Faculty: **Yes**

3. **Are the above materials distributed to students in one of the following ways?**

   a. E-mailed

      **YES**, materials are e-mailed to students at the beginning of each of the fall and spring semesters through Enrollment Services with notifications of consumer
information. Campus Safety emails notification with links to the Annual Security Report and Drug and Alcohol Policy to all students registered as of October 1 of each year.

b. Through campus post office boxes
   NO, the College is a commuter campus and does not provide campus post office boxes

c. Class Schedules which are mailed to each student
   NO, class schedules are not mailed to students.

d. During new student orientation
   YES, the information provided is that illegal drugs including alcohol are prohibited on campus, that violations can result in probation, suspension or expulsion and that the policy is available on the website and on the College Portal.

e. In another manner:
   YES, information is available on the College’s website under Section: About Us – Policies & Procedures - Policy 5.5 and also in the Student Handbook, which is distributed annually and posted on the student portal.

4. Does the institution’s distribution provide reasonable assurance that each student receives the materials annually?

While we don’t have confirmation that all students have read the materials, they are distributed to all students via email, referenced during new student orientation, posted on the student portal and included in the Student Handbook. The Student Handbook also serves as a calendar and planner, to increase likelihood that students will reference the information and policies contained within it.

5. Does the institution’s distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?

Student handbooks are made available to students who enroll throughout the year and the email notification/materials are sent at the beginning of each semester, to ensure new students coming for the spring semester receive them, and to serve as a reminder to returning students. The emails are sent on the third week census date to ensure late enrollees receive them.

6. Are the above materials distributed to staff and faculty in one of the following ways?

   a. E-mailed
      Staff: YES  Faculty: YES

   b. Through campus post office boxes
      Staff: NO  Faculty: NO
c. During new employee orientation  
   Staff: YES  Faculty: YES

7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?  
   Staff: YES  Faculty: YES

8. Does the institution’s distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?  
   Staff: YES  Faculty: YES

9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and insure that disciplinary sanctions are enforced?  
   a. Conduct student alcohol and drug use survey.  
      Students: NO*  Staff/ Faculty: NO
      In spring 2015, the College will be piloting the community college version of the Healthy Minds Survey (developed through University of Michigan). This survey includes questions about drug and alcohol use.

   b. Conduct opinion survey of its students, staff, and faculty  
      Students: NO  Staff/ Faculty: NO

   c. Evaluate comments obtained from a suggestion box.  
      Students: NO  Staff/ Faculty: NO

   d. Conduct focus groups  
      Students: NO  Staff/ Faculty: NO

   e. Conduct intercept interviews.  
      Students: NO  Staff/ Faculty: NO

Comment

f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees.

   Employees
   - One employee had a “Return to Work” requirement to continue with outpatient therapy. Employee was compliant and successful in performing requirements of job position thereafter.
Students
- There are no mandatory drug treatment referrals for students during the period under review. Students have been confidentially referred to community resources on a voluntary basis, therefore data on effectiveness is not available.

g. **Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees.**

Employees
- No disciplinary sanctions were imposed on any employee.

Students
- There are only four documented cases with sanctions (three drug-related and one alcohol-related) during the review period, all with students over the age of 21. Three were one-time incidents, which resulted in disciplinary sanctions, and the fourth incident involved repeated violations of the student code of conduct, involving escalating sanctions. In that case, the student was dismissed from the college after the third offense. Of the three one-time cases, two of the students continued enrollment at the college with successful progression and one did not return the following semester. Due to the low number of incidents, there is not enough information to fully assess effectiveness of disciplinary sanctions.

10. **Who is responsible for conducting these biennial reviews?**

Director of Campus Safety, in collaboration with appropriate members of the Student Affairs and Enrollment Management Division, and Human Resources, is responsible for overseeing the biennial reviews. All policies pertaining to Alcohol/Drugs, disciplinary action, campus safety issues are reviewed through the Department of Public Safety. Representatives from other areas of the College, such as, Student Success Center, Enrollment Services, Student Leadership & Involvement, and Human Resources, are involved as collaborative resources throughout each year. When reviewing and updating policies, they go through the all-college Student Life Committee as part of the College’s governance system. The Student Life Committee includes representation from faculty, support staff, administrators and the Student Government Association.

11. **If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review?**

Yes, if requested, Montgomery County Community College would make available to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review.
12. Where is the biennial review documentation located?
   The biennial review meetings were held on 12-2-13, 2-17-14, and 1-14-15 at
   College Hall, Central Campus, Blue Bell, PA, with collaborative work on drafts in
   between meetings.

   This report was prepared as a result of the meetings. The report is located
   in the Student Success Centers and Human Resources as a printed document and an
   electronic file, and is available on the Public Safety webpage located at:
   http://www.mc3.edu/campus-life/safety

13. Comments
   ▪ Montgomery County Community College is a commuter school with multiple
     campuses and no residence halls. The College policy of no alcohol and /or
     illicit drugs on its campuses, College property, or College sponsored events is
     long standing. (Alcoholic beverages shall not be bought, consumed, or sold at the
     College except as authorized by the Board of Trustees).

   ▪ See attached list of educational opportunities held during 2012-14

14. Recommendations

   No changes to the current policy are recommended at this time. It is recommended that the
   results of the upcoming Healthy Minds Survey be reviewed to guide future decisions regarding
   the policy, programming and support resource. It is also recommended that the College develop
   a process to more easily track alcohol- and drug-related disciplinary sanctions, to allow for on-
   going evaluation of fairness and equity of sanctions and the effectiveness of sanctions,
   including student academic progress.

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Health & Wellness
Drug and Alcohol Awareness and Prevention Programs*
Spring 2012; Fall 2012; Spring 2013; Fall 2013; Spring 2014; Fall 2014

Spring 2012
■ Strategies for College Success Presentations throughout the semester
  o 11 presentations – total of 122 students
■ Minority Mall Mentoring Program – April 6
  o 1 presentation – 13 students
■ Live Free – Drug, Alcohol & Tobacco Dependence Awareness and Prevention
  o February 29 – Central Campus; attended by over 100 students
  o March 7 – West Campus; attended by over 50 students
■ 12th Annual Wellness Expo at Central Campus – March 24
  o Attended by over 250 members of community including students and employees from College
■ Health, Fitness & Safety Fair at Central Campus – April 4
  o Attended by over 300 students and employees
■ Healthy Lifestyles Expo at West Campus – April 20
  o Attended by over 400 members of community including students and employees from College

Fall 2012
■ Women’s Health Kiosk at West Campus – deployed on July 27
■ Student-Athletes Presentation – August 28
  o 1 presentation – 62 students
■ Strategies for College Success Presentations throughout the semester
  o 17 presentations – total of 194 students
■ POWER Program Presentation – October 23
  o 1 presentation – 16 students
■ Community Day Wellness Expo at Central Campus - October 6
  o Attended by over 500 members of community including students and employees from College
■ Live Free – Drug, Alcohol & Tobacco Dependence Awareness and Prevention
  o November 8 – West Campus; attended by over 35 students
  o November 12 – Central Campus; attended by over 75 students
■ Health, Fitness & Safety Fair at West Campus – November 14
  o Attended by over 130 students and employees

Spring 2013
■ Women’s Health Kiosk at West Campus
■ KEYS Program Presentations
  o 2 presentations – total of 6 students
■ Strategies for College Success Presentations throughout the semester
  o 4 presentations – total of 28 students
■ POWER Program Presentation – March 28
  o 1 presentation – 15 students
- Live Free –Drug, Alcohol & Tobacco Dependence Awareness and Prevention
  - February 27 – Central Campus; attended by over 100 students
  - March 6 – West Campus; attended by over 50 students
- Health, Fitness & Safety Fair at Central Campus – April 3
  - Attended by over 350 students and employees
- 13th Annual Wellness Expo at Central Campus – April 6
  - Attended by over 300 members of community including students and employees from College

Fall 2013
- Strategies for College Success Presentations throughout the semester
  - 6 presentations – total of 72 students
- POWER Program Presentations – October 17 and 12
  - 2 presentation – Total of 29 students
- Health, Fitness & Safety Fair at West Campus – November 13
  - Attended by over 108 students and employees
- Live Free –Drug, Alcohol & Tobacco Dependence Awareness and Prevention
  - November 20 – Central Campus; attended by over 75 students
  - November 21 – West Campus; attended by over 40 students
- Update on HIV Educational Program – December 2
  - In collaboration with Montgomery County Health Department
  - Attended by 20 students and employees

Spring 2014
- Live Free –Drug, Alcohol & Tobacco Dependence Awareness and Prevention
  - February 26 – Central Campus; attended by over 80 students
  - March 5 – West Campus; attended by over 35 students
- 14th Annual Wellness Expo at Central Campus– March 22
  - Attended by over 325 members of community including students and employees from College

Fall 2014
- Strategies for College Success Presentations throughout the semester
  - 11 presentations – total of 104 students
- POWER Program Presentations
  - 2 presentations – Total of 38 students
- The Other Faces of Addiction: Hope for Families in Addiction – October 1
  - Collaboration with the Montgomery County Office of Drug and Alcohol
  - Central Campus/West Campus Interactive – attended by over 45 students
- Community Day Wellness Expo at Central Campus - October 11
  - Attended by nearly 1,000 members of community including students and employees from College

* The above programs, events and presentations included a variety of information related to drug and alcohol awareness, prevention and resources.